SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: IT Programmer/Analyst   Revision Date: 09/13
                                                            EEO Category: Technician
                                                            Status: Exempt (Comp)
                                                            Control No: 30358

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the IT Director, supports applications programming; provides hardware and software planning and evaluation; modifies existing and creates special purpose software; maintains and modifies vendor software packages; insures systems efficiency and integrity.

III. Essential Duties

- Performs detailed program design, coding, testing, debugging, documentation, and implementation / installation of information systems.
- Tunes operating system and manages disk data for maximum processing performance.
- Installs new application software and hardware devices.
- Responsible for system and data security, integrity, and backup/recovery.
- Trains and provides technical support to users regarding hardware and software use.
- Performs technical troubleshooting to resolve equipment and software problems.
- Stays current with the latest technology.

IV. Marginal Duties

- Plans future growth.
- Operates the Unix Operating system.
- Consults with other departments.
- Participates in technical users groups.
- Assists with operation of personal computers and networks.
- Performs other duties as assigned.

V. Qualifications:

Education: B.S. degree in computer science, management information systems, information technology and/or related field.

Experience: Two years Pick or Unidata programming experience; may substitute any equivalent combination of education and experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Pick Programming, Unidata, Unix and System Builder Plus, Perl, Electronic Data Interchange (EDI) for ASCx12, SQL, SQL Enterprise Manager, ASP.Net, VB.Net., HTML and CSS, Javascript, Crystal Reports, MS Access, Data Ease.   System analysis, programming and data processing procedures; Database Administration; MS Office and DB applications; principles and practices of computer operations; Ardent application software; performance tools; data communications.

Responsibility for: Important City data files dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, and tools.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction.

Tool, Machine, Equipment Operation: Requires regular use of HP9000 computer system, a variety of PC's and computer peripherals, printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems and performance of assigned duties; model programs to needs of users for desired results; explain technical material in layman terms.

VI.   Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Frequent contact with employees and the public required; moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. Regular attendance and occasional overtime are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job.   They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.   The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons.   This updated job description supersedes prior descriptions for the same position.   Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____   DATE:_____

PERSONNEL DEPT. APPROVED BY:_____   DATE:_____